

## Proof Readers' Marks

×	Change bad letter	☐	Move over
⌞	Push down space	◻	Em quad space
9	Turn over	/-	One em dash
§	Take out ( <i>delete</i> )	/-/-	Two em dash
^	Left out; insert	¶	Paragraph
*	Insert space	No¶	No paragraph
∨	Even spacing	wf.	Wrong font
∩	Less space	.....	Let it stand
⊖	Close up entirely	stet.	Let it stand
⊙	Period	tr.	Transpose
/,	Comma	Caps	Capital letters
⊙	Colon	s. c.	Small caps
/;	Semicolon	l. c.	Lower case of small letters
∨	Apostrophe	Ital.	Italics
∩	Quotation	Rom.	Roman
7	Hyphen		
≡	Straighten lines		

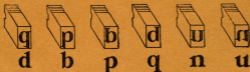


Diagram shows the difference between letters which seem alike to the beginner. (See page 4.)

**Some type styles** include ligatures (two or more letters joined together on one body) such as: fl, ff, fi, ffi, ffi.